



STATEMENT OF PRINCIPLES

1st Edition

31/10/2017



Statement of Principles for Eurovent NEx

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This statement of Principles (SOP) sets up, generic rules and procedures to define the Eurovent NEx mark managed by Eurovent Certita Certification (ECC).

This document is to be applied and respected on a case-by-case basis for each Eurovent NEx product family when such certification scheme is proposed as the result of a Launching Consultation Committee work output.

A Eurovent NEx certification scheme is typically described with rules transcribed in the related Certification Document (CD) for each product specific certification scheme.

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I. INTRODUCTION

Proposing to the market a Eurovent NEx certified product and certificate is a testimony of the company capability of producing top in class rated products with awareness and carefulness towards environment, social and corporate governance (ESG).

ESG definitely adds value to manufacturing company, but also to projects/companies investing in Eurovent NEx certified product designed, engineered and integrated in systems. The present Eurovent NEx statement of Principles positions associated certified product in a lower carbon foot print class if not best in range, by setting key requirements and thresholds all along the value chain of the product.

The overall set of criteria can only be achieved by careful design, responsible manufacture embedded in a long term corporate and superior governance environment.

This best in range objective is achieved with a combined focus on:

1. High product performance (including high energy efficiency)
2. Controls precision
3. Inherent and/or Operational availability criteria (MTBF (Mean Time Between Failure), etc.),
4. Product durability,
5. Ease of installation and maintainability
6. Recyclability.

This approach will result in proposing products with environmentally superior characteristics with optimum return investment level for projects in building as well as in the industry. Project requiring and or selecting Eurovent NEx product will have a positive impact on investment value and investment return based on well-defined and reliable benefit.

A Eurovent NEx certificate can only be delivered to a product range holding a valid Eurovent Certified Performance (ECP) certificate. When an ECP scheme only focusses on the accuracy of the declared performance of a product, the Eurovent NEx schemes will set up thresholds, minimum performances to achieve and specific characteristics to meet in order to answer today's environmental, social and corporate governance challenges and to distinguish long term best in range products.

II. EUROVENT NEx GENERAL STATEMENTS

Art.1 Only product with a valid ECP certificate can be delivered a Eurovent NEx certificate.

To be eligible for the Eurovent NEx certification an ECP certificate must be held by the manufacturer for a continuous period of at least 3 years.

Art.2 As a consequence of art.1, it is understood that the Eurovent NEx certificate validity is directly linked to the validity of the corresponding ECP certificate. Any suspension or withdrawal that may occur in the frame of the ECP certification scheme automatically applies to the Eurovent NEx scheme.

Art.3 Every article stated in the Certification Document (CD) in force must be respected and is applicable for the delivery of Eurovent NEx certificate.

Art.4 As corollaries, the following ethic code applies: Applicants and Participants should not develop, work in favour or allow any strategies and their implementation of

bypassing, impairing or offsetting, before, during or after any of the certification step of their production, unit, controls, software or documentation. Participants shall not use their certification in such a manner as to bring Eurovent Certita Certification into disrepute.

Art.5 Application and participation shall be open to all manufacturers, resellers and distributors, regardless of size or sales volume of the companies, or membership in any association.

Art.6 Costs shall be borne entirely by the Participants in the programme.

II.1. Requirements related to the applicant

Art.7 Any company applying to participate in the Eurovent NEx must hold a valid ISO 9001:2015 certificate. The certificate must have been delivered by a certification body accredited according to ISO 17021:2011.

Art.8 Any manufacturer applying to participate in the Eurovent NEx mark must hold a valid ISO 14001:2015 certificate. The certificate must have been delivered by a certification body accredited according to ISO 17021:2011. This rule is valid as from the 31/12/2019.

Art.9 Any manufacturer applying to participate in the Eurovent NEx mark must hold a valid OHSAS 18001:2007 certificate. The certificate must have been delivered by a certification body accredited according to ISO 17021:2011. This rule is valid as from the 31/12/2020.

II.2. Requirements related to the services

Art.10 The manufacturer must propose different services related to his range of products and to the product itself in order to ensure high standards products to qualify for the Eurovent NEx.

Art.11 The company shall propose a full warranty package. The full-warranty package must cover all parts and at least the labour services associated with the replacing of defective parts. Number of warranty years must be adapted to product and market. Minimum number of warranty years is set to 5 years for any product to be manufactured until end of 2020, depending on the application this number can be increased, if so it must be specified in the Certification Document of the scheme.

The labour services conditions associated to installation, commissioning, operation and routine maintenance must each be specified in the Certification Document (CD).

Warranty requirements and scope must be clearly specified in the Certification Document (CD) of the Eurovent NEx per product certification scheme.

Product registration must be required in warranty conditions. If not cover by the contract with the customer, at least 90 days shall be left to the user to register after the product's delivery.

Art.12 Manufacturers must contract with its suppliers an extended Warranty for its key components. The extended warranties must cover a warranty period at least equal to full warranty package period. Numbers of warranty years for key components and labour services conditions must each be specified in the Certification Document (CD).

Art.13 The warranty must call on a special grid of qualified professional for installation, operation, routine maintenance and replacing of defective parts. The grid shall be accessible and services costs acceptable regarding market prices.

Art.14 A Warranty transfer to a new owner must be authorized in warranty conditions in case of change of ownership. The terms and conditions of warranty transfer must be specified in the Certification Document (CD).

Art.15 The manufacturer shall offer an after sale service which comprises:

- A minimum period of delivery time for spare components and or parts. Spare components and parts must at least be warranted for the remainder of the original warranty period
- An installers guide and training services
- A maintenance plan for the product range
- A recyclability guidelines and plan

Art.16 At the core of the Eurovent NEx mark, the Certification Document (CD) of each certification scheme should cover and address with a dedicated paragraph the listing of minimum thresholds and characteristics covering each of the following key criteria (non-exhaustive list) that contribute to and define the product or range associated services:

- Products and components warranty (as described in the articles above)
- After sale services

Art.17 A booklet summarizing all the requirements of the certification scheme shall be prepared for each Eurovent NEx scheme. The electronic version of the booklet shall be shared to every participant with a link to access to the list of participants on the front page and/or on the last page.

Art.18 In the manufacturer catalogues the NEx certified units must be separated from the non-certified units on a dedicated page in order to avoid any confusion.

II.3. Requirements related to the product

Art.19 If an energy efficiency class (ECP energy class or European energy class delivered by the European Commission) is in force for the type of product applying for the Eurovent NEx mark, the achieved product class is not worse than the second rank of the best energy efficiency ranking (e.g. if A+ is the best energy efficiency class, then A is the minimum level to be achieved to qualify for the Eurovent NEx mark). The Energy Efficiency class used as a reference must be identified in the CD of the scheme.

Art.20 The manufacturer shall ensure that every Eurovent NEx certified product is marked by the Eurovent NEx logo.

Art.21 In order to facilitate the recycling of the Eurovent NEx product, the manufacturer shall provide reuse and treatment information for each unit put on the market. If applicable this information shall, among others, identify treatment and recycling facilities in each country where the product is sold.

The manufacturer shall clearly identify which materials used in the product is recyclable and which one is not, this should be defined based on a weight approach or percentage of total materials.

In case of systems made of several components, the manufacturer shall clearly identify which component(s) can be reused and/or treated.

The Eurovent NEx Certification Document (CD) of the scheme should cover and address with a dedicated paragraph further details on the listing of recyclable materials and components

Art.22 If the Eurovent NEx product comes under the scope of the Directive 2008/96/EC on waste electrical and electronic equipment (WEEE) (scope defined in annex IA and IB) the manufacturer shall propose a recycling plan to manage the end of life of its Eurovent NEx products. This recycling plan shall be developed based on the WEEE directive's recommendations and shall at least comprise:

- Dismantling requirements
- Collection and transportation procedure
- Definition of authorized WEEE recycler

The Eurovent NEx Certification Document (CD) of the scheme should cover and address with a dedicated paragraph further details on the recycling plan.

Art.23 Recyclability shall be taken into account at design stage. The manufacturer shall use as much as possible recyclable materials for the design of its products. A threshold defining the minimum percentage of recyclable materials to use in the design of the product shall be defined in the CD.

Art.24 The Inherent Availability (A_i) is an intrinsic parameter related to design and manufacturing process; it is therefore considered the responsibility of the manufacturer. Inherent Availability is a function of reliability, generally expressed in terms of Mean Time Between Failure (MTBF), and maintainability, generally expressed in terms of Mean Time To Repair (MTTR) that account for operating time and corrective maintenance.

$$A_i = \frac{MTBF}{MTBF + MTTR}$$

Appropriate target value of AI shall be established in the CD with 90% as minimum objective. Target values for MTBF and MTTR shall be defined instead.

The Operational Availability (AO) is a joint responsibility of the manufacturer and the user insofar as it is influenced by the operating conditions. The manufacturer shall provide all necessary installation, operating and maintenance documentation to the user to favour the Operational Availability. Operational Availability is a function of reliability, maintainability and supportability, using the notions of Mean Time Between Maintenance (MTBM) and Mean Down Time (MDT). These two notions account for logistics and administrative delays as well as both preventive and corrective maintenance downtime, contrary to MTBF and MTTR which account for corrective maintenance only.

$$A_o = \frac{MTBM}{MTBM + MDT}$$

(Source: OPAH (Operational Availability Handbook) Section 1: Introduction to Operational Availability)

Art.25 Reliability is a function based on the actual physical components in the design and is generally defined as the probability that an item will not fail to perform its functions when used under stated conditions over the defined time period.

Reliability is generally expressed through Mean Time Between Failure (MTBF), expressed in hours, with MTBF the inverse of the failure rate λ .

The manufacturer shall account for the reliability criteria when designing the key components, in particular for components subject to fatigue and wear.

Appropriate objective of MTBF or λ shall be established in the CD.

Art.26 Maintainability is a design parameter that can be defined as the relative ease and economy of time and resources with which an item can be retained in or restored to a specific condition when maintenance is performed by personnel having specified skill levels, using prescribed procedures and resources, at each prescribed level of maintenance and repair.

Maintainability is generally expressed through Time To Repair (MTTR) which is calculated as the total elapsed time (clock hours) for corrective maintenance divided by the total number of corrective maintenance actions during a given period. MTTR is the inverse of the repair rate, also called maintainability index, μ .

Appropriate objective of MTTR or μ shall be established in the CD.

Art.27 The manufacturer shall account for prevention against failures by means of the use of appropriate constituent materials, and by means of the appropriate design and construction of components and assemblies in order to resist the stresses to which they will be subjected during operation.

The Eurovent NEx Certification Document (CD) of the scheme should cover and address with a dedicated paragraph further details on the use of appropriate material and design.

Art.28 Maintainability of the product shall be considered at design stage. Every Eurovent NEx product shall be designed to facilitate the maintenance once installed on-site.

The Eurovent NEx Certification Document (CD) of the scheme should cover and address with a dedicated paragraph further details on the design of the product to ease the maintenance.

Art.29 Adequate maintenance documentation shall be provided together with the product or made available to the end-user.

The product maintenance documentation shall include the written, graphical, and pictorial data which should be supplied together with the product for use by operators and maintenance personnel to accomplish both the routine preventive maintenance tasks and the corrective repair procedures identified in the Maintenance Plan.

The maintenance instructions shall notably indicate the type of checks to be carried out by the user (for example, visual checks, functional checks or tests), the frequency of such checks (for example, in terms of number of operational cycles or duration of use) and the criteria for the repair or replacement of the parts concerned.

The maintenance documentation shall notably include:

- Functional Description and Operating Instructions such as description of the capabilities and limitations of the product; technical description of product operating modes and alternate modes; operating procedures and routine preventive checks.
- Product and Installation Description including for instance functional flow or logic diagrams; schematic diagrams for electrical layout, electronics, hydraulics, etc. whenever applicable; parts information in sufficient detail to permit reordering of the individual parts whenever applicable, etc.
- Maintenance Aids (Troubleshooting) including the specific data required by the technician for localizing a fault to a replaceable item and for checking out the product after repair.
- Ready Reference Documentation consisting of information routinely required by the technician in a given equipment repair area. It may contain routine checkout and preventive maintenance procedures; fault monitoring interpretation and replacement data as well as spare parts ordering data.

The manufacturer shall provide a list of spare parts required and their usage rate.

Art.30 The Eurovent NEx Certification Document (CD) of the scheme should cover and address with a dedicated paragraph a list of thresholds and characteristics covering each of the following key criteria (non-exhaustive list) that contributes to and defines the product compliance:

- Product inherent and/or operational availability
- Product durability
- Product recyclability
- Transport, assembling and dismantling
- Start-up, regular and long term maintenance feature
- Minimum ECP thresholds or characteristics requirements
- Production and traceability requirements
- Product control
- BIM files

II.4. Requirements related to the components

Art.31 When the certified product is a system made of several key components, the manufacturer shall ensure that the key components follow high standards principles, as described in the following articles..

Art.32 Every key component used in a Eurovent NEx certified product must be performance certified by a certification body accredited according to ISO 17065:2012, if a performance certification is available. The list of key components must be clearly identified in the Certification Document of the scheme.

Art.33 Every key component used in a Eurovent NEx certified product must be durable and recyclable. Durability and recyclability aspects of the key components must be clearly defined in the Certification Document of the scheme.

Art.34 The after sale service proposed by the manufacturer must cover the following areas such as maintenance, trouble shooting guide, the replacement guide of parts and key components. Detailed requirements must be defined in the Certification Document of the scheme.

Art.35 If a component used in the NEx unit benefits from an energy-labelling scheme, minimum performances, thresholds and/or characteristics must be clearly defined in the Certification Document of the assembled product scheme.

II.5. Requirements related to the production

Art.36 Every production workstation carrying out the manufacturing/assembling of a NEx product shall be marked in order to easily identify the NEx units production line.

Art.37 The Eurovent NEx Certification Document (CD) of the scheme should cover and address with a dedicated paragraph further details on the production of the NEx product.

II.6. Requirements related to the Eurovent NEx certification rules

Art.38 Eurovent NEx production or products are eligible once the qualifying procedure is successfully completed. One desk study per product range eligible is conducted and is valid for a minimum period of 3 years, and for a maximum period of 5 years when no design and manufacturing changes can be justified by the manufacturer. The desk study is conducted based on a technical file provided by the manufacturer documenting all items covered in the Certification Document of the scheme related to section II above. An initial design and manufacturing evaluation audit will be conducted as part of the qualifying procedure, this audit will be scheduled.

Art.39 Once the qualifying procedure is completed a Eurovent NEx certificate will be delivered to the applicant allowing to propose and produce Eurovent NEx products.

Art.40 Manufacturer must register to ECC dedicated Eurovent NEx web service portal product or production batch carrying Eurovent NEx certificate before final production assembly including the communication of forecasted production period.

Art.41 Eligible products will be given a unique Eurovent NEx certificate number, for each product serial number declared by the manufacturer. This unique certificate number, provided by Eurovent Certita Certification online Eurovent NEx portal, is associated to the manufacturing “work order” of the product. This unique Eurovent NEx certificate number will allow a traceability of the product from the beginning of the production, during spot audit up to the end of the product life-cycle.

The registration procedure is based on a per project approach and must be as followed:

1. The participant receives an order from his customer for a NEx product
2. The participant registers before manufacturing with an order number (manufacturer’s project reference) under ECC portal
3. The participant must at least provide the following information on the ECC:
 - Email addresses of the customer and manufacturer
 - Manufacturing place(s)
 - Range name
 - NEx unit’s manufacturing weeks (period of manufacturing expressed in weeks)
4. The participant should additionally provide the following information on the ECC portal

- Project name
 - Manufacturer's reference of the unit
5. ECC automatically generates unique number for each NEx declared unit and the package of information:
 - For the product (NEx label with unique serial number)
 - For the production line
 6. ECC automatically generates a diploma linked to the project (could contain several NEx units), automatically sent to the customer.

Art.42 Every manufacturer with a production or range eligible to a Eurovent NEx scheme is subject to an unannounced yearly spot manufacturing audit. An auditor from Eurovent Certita Certification or from a contracted company is allowed to perform an audit at any time in every factory producing Eurovent NEx certified products. During this spot audit only the Eurovent NEx production file, record and product will be audited.

III. ORGANISATION

III.1. Schemes, Committees, Chairmanship and Documents

Art.43 Specific certification requirements in addition to those given in the Statement of Principles are divided per applicable groups of similar products, forming the list of Schemes (and sub-schemes whenever appropriate). Any groups of products involved into the running energy balance of buildings (domestic, commercial, industrial) may be considered.

Art.44 Schemes are administered by Eurovent Certita Certification and supervised by the Certification Schemes and Policy Commission (CPPC).

Art.45 For each Scheme two specific consultation committees are defined:

- Launching Consultation Committee (LCC) – to establish a new certification scheme;
- Compliance Consultation Committee (CCC) – to supervise the development of the scheme.

Art.46 Each Consultation Committee shall elect its chairman within its members to chair meetings.

Chairmanship runs for a renewable period of three years.

Regarding to his position, the Chairman shall be an advocate of the promotion of the Principles and the benefits of the voluntary certification. In addition, the Chairman shall respect the values that guide the certification schemes of Eurovent Certita Certification, and ensures respect of these values by the Participants of the Committee. Furthermore, the Chairman shall be impartial in the exercise of his functions.

Chairmanship shall ensure that the Committee works efficiently and in a timely manner, so that the Committee produces its works in due time.

The Chairman can be dismissed by the Participants of the Committee, on a majority of votes, or by the management board of ECC in case of infringement of these rules of conduct.

Any dispute that might arise in relation to the LCC or CCC shall be submitted to the CPPC for advice, the final decision is notified by Eurovent Certita Certification to the applicant/participant.

Art.47 For each certification scheme, in addition to present Statement of Principles, two specific documents shall be prepared and amended when necessary, not more than once a year:

- Certification Document (CD) – to describe rating requirements, thresholds and characteristics of certified product range, products and components when applicable.
- Price List (PL) – to define price to be applied

Art.48 All certification requirements described in the Statement of Principles and the relevant Certification Document must always be fulfilled by the participants, including implementing appropriate changes when they are communicated by Eurovent Certita Certification. Certified products shall continuously fulfil the corresponding product requirements.

Art.49 All documents shall follow the same presentation in accordance with quality management.

III.2. Pre-Applicant, Applicant, Participant, Licensee, Affiliate and Brand Name

Art.50 A company in a certification scheme must be party to the Licence Agreement, a binding document establishing relations between companies and Eurovent Certita Certification. The Licensee could be a holding, a group or headquarters. In this case, the list of affiliated Participants/Applicants will be attached to the License Agreement. An additional affiliated company can always join the certification scheme under an existing License Agreement, after validation by the Licensee.

For a company B to be registered as an affiliated company of another company or holding company A, 51% at least of B has to be owned by A or, if 50% of B is owned by A, B has to be included in the consolidation of A.

In case of merger, liquidation or buyout of the Licensee, all the rights to use the Eurovent NEx Mark from which the Licensee may benefit cease automatically. Whereas the case, a new application may be submitted by the new legal entity, and handled on a case per case basis, in consideration of any modification of the products and of their manufacturing.

Art.51 The Licence Agreement shall include but not necessary be limited to:

- Description of scope of the scheme
- Company obligations, such as usage and promotion of the certification marketing tools, penalty, suspension and exclusion rules
- Reference to the relevant up-to-date documents (Statement of Principles and Certification Document) related to the scheme
- Prices, terms and conditions.

Art.52 For a company (hereafter designated as “Brand name company”) marketing, under its own brand, products manufactured by another company and already NEx certified

an audit will be required. This audit shall be conducted at the place (office) where the orders to the customers can be accessed.

By selling a NEx unit a Brand Name company is responsible of the services related to the product defined in this Statement of Principle (Art.10 to Art.16). It includes:

- Warranty (Art.10 to Art.14)
- After Sale Service (Art.15)
- Any requirements related to the services defined in the Certification Document of the scheme (Art.16)

The package of information sent by ECC once a NEx product is registered in the ECC portal as defined in Art.41 shall be forwarded by the Brand Name company to the manufacturer in charge of the production of the NEx product.

The audit will consist of checking the compliance of the Brand Name Company with the requirements listed above.

The application file of a Brand Name company shall include a correspondence list of the names of the product and/or version of the selection software covered by the application with those of the products/selection software already certified for the manufacturer. This list has to be validated by both the Brand Name Company and the manufacturer of the products.

Art.53 Any Brand Name applying to a Eurovent NEx certification programme shall provide to ECC the contract signed between the Brand Name and the manufacturer producing NEx certified products ensuring their collaboration(at the exclusion of any commercial terms and conditions)

III.3. Quality control

Art.54 Eurovent Certita Certification operations for the Eurovent NEx schemes shall follow quality management rules in accordance with EN ISO/CEI 17065:2012 standard (or further revision of equivalent standard) and/or Eurovent Certita Certification shall be accredited for the Eurovent NEx schemes by an official body for this standard. To this end complaints from customers about certification shall be investigated and registered by Participants and made available to Eurovent Certita Certification on request. Participants shall take appropriate actions with respect to such complaints and document the actions taken.

III.4. Agenda, minutes of meetings and consultation

Art.55 Eurovent Certita Certification is responsible for all secretarial work, deciding the agenda and drawing up minutes upon consultation with the chairman, keeping proper record and ensuring the liaison between committees. The venue is generally in Paris area and must be chosen so as to optimize the cost and travelling time of the participants and be the closest possible to airports of well-connected European cities. If necessary, Eurovent Certita Certification may change the venue, notice being given not later than 2 weeks after the previous meeting. Minutes of meetings shall be submitted for advice to the committee chairman within 4 (four) working weeks after the meeting and shall be available to the members within 8 (eight) weeks after the meeting.

- Art.56 Additional guests can be punctually invited by the chairman, in relation to a specific topic on the agenda, and will not receive minutes of the corresponding meeting.
- Art.57 It is highly recommended to reach unanimous decisions by making suitable compromises. Being a consultation committee, when required final rules decision are the sole responsibility of ECC management board.
- Art.58 The committee shall examine practical proposals made by Eurovent Certita Certification staff.
- Art.59 If there is a brand new rule for the scheme, or if a decision is not in line with the current version of the reference documents, an update of the Certification Document (and therefore a consultation of the CPPC) before being applicable is required. If the decision only specifies the existing rules, the information is given to all applicants and participants via minutes of meeting, and inclusion of the specification will follow during next update of documents.

IV.SETTING-UP AND ADMINISTRATION OF SCHEMES

IV.1. Certification Programme and Policy Commission

- Art.60 The constitution, terms of reference and operation of the Certification Programme and Policy Commission (CPPC) are described in the document "Certification Programme and Policy Commission Terms of reference and operation". The CPPC is consulted for the editing and the reviews of the Eurovent NEx Statement of Principles and the CD of all Eurovent NEx certification schemes.

IV.2. Launching Consultation Committee

a. Task

- Art.61 The task of the Launching Consultation Committee is to establish specific requirements for a new certification scheme for a relevant group of similar products. Relevance is under appreciation of the ECC Management Board. This includes preparation of relevant documents (Certification Document) and guidance on the choice of audit agency (if applicable).

b. Membership, Minimum representation, Consultation

- Art.62 All companies manufacturing the targeted group of products are entitled to be part of the Launching Consultation Committee. Meetings are also open to research centres, public authorities and universities for consultation upon invitation only.

c. Fee

- Art.63 Manufacturers shall pay immediately the fee requested to join the Launching Consultation Committee.

d. Termination

- Art.64 The CPPC shall be consulted before final approbation of the Certification Document. A kick-off meeting with concerned potential Participants to the certification scheme

shall be organised. The scheme shall be initiated if at least two companies decide to participate within a 36-month period. The Launching Consultation Committee shall then cease its activities.

IV.3. Compliance Consultation Committee

a. Task

Art.65 The task of the Compliance Consultation Committee is to monitor the application, to up-date the requirements of the existing Scheme and assure its promotion. Meeting agendas will cover:

- revision and approval of content of the Certification Document
- assessment of audit agencies
- failure rate and failure treatment
- compliance with CPPC directives
- specific promotional actions
- claims and complaints from Participants

Art.66 In case of complaints from Participants regarding certification scheme evolution taken by Eurovent Certita Certification, the Compliance Consultation Committee may express its views to Eurovent Certita Certification, but cannot take decisions on such topics.

b. Membership

Art.67 All Participants are admitted in the Compliance Consultation Committee. Applicants and suspended Participants may not attend meetings (this apply also to ECP scheme status). Meetings are open to research centres, public authorities and universities. All members of the Compliance Consultation Committee shall respect the values that guide the certification schemes of Eurovent Certita Certification. Eurovent Certita Certification can dismiss any member of the Compliance Consultation Committee in case of infringement of these rules of conduct.

Art.68 The number of representatives of a given participant who may attend a specific meeting is limited to two. However, additional guests may be invited by the chairman or the secretary, in relation with a specific item of the agenda.

c. Consultation

Art.69 Decisions shall be taken by consultation with the Compliance Consultation Committee. Any Participant can give a proxy to another attending Participant or a delegate of his choice to represent him in a meeting (maximum two proxies per representative). Participants at date of meeting not attending or represented will be informed by the minutes and should express their point of view not later than 10 working days after their distribution.

IV.4. Disputes and appeals

Art.70 The applicant or participant may challenge a certification decision made by Eurovent Certita Certification by sending a claim to Eurovent Certita Certification. After reviewing again the certification file and examining the information supporting the claim, Eurovent Certita Certification notifies the applicant/participant of the confirmation of its decision or of a new decision. Challenging a certification decision does not suspend this decision.

If the applicant/participant wishes to hold its challenge against the decision, it may lodge an appeal with Eurovent Certita Certification by registered letter within 30 days of the notification of the decision.

The appeal does not suspend the decision of Eurovent Certita Certification and shall be justified. It is handled by Eurovent Certita Certification which brings it, for advice, before the CPPC, within 3 months. After examination of the appeal by the CPPC, the final decision is notified by Eurovent Certita Certification to the applicant/participant.

V. DOCUMENTS FOR THE EUROVENT NEX MARK

V.1. Certification Document

Art.71 All modifications (except editorial) of running document shall be submitted by the relevant Committee to the CPPC consultation. Six chapters shall be included with the following content:

a. Purpose

Art.72 The purpose of this manual is to prescribe procedures for the operation of the Scheme for (relevant products), in accordance with the Statement of Principles.

b. Scope

Art.73 The scope shall be clearly defined in accordance with the Statement of Principles. If needed, products not included in the scope shall be indicated.

c. Basic outline of the Scheme

Art.74 A short and clear summary of procedures shall be included.

d. Requirements of the Scheme

Art.75 As certifying quality is the core of Eurovent NEx the Certification Document should cover and address with a dedicated paragraph each of the key subjects/ matters / criteria that constitute the product range quality as defined in this Statement of Principles.

e. Operation of the Scheme

Art.76 Procedures shall be described in detail in this chapter. They shall strictly follow the principles of the Schemes.

The following shall be explicitly described:

- Audit of quality management system of the company
- Audit of factories and/or offices, including evaluation of the manufactured finished goods and/or evaluation of the aftermarket aspects supporting the product (e.g. spare parts, training about product installation and aftermarket trouble shooting). Audit rules shall be clearly identified.
- Software checking procedure
- Document checking procedure
- List of key components

f. Promotion of the Scheme

Art.77 Specific description of the promotion of the Scheme shall be given in this chapter if necessary.

g. Appendixes

Art.78 In addition, appendixes shall detail, in the following order and if applicable, when applicable: certification schedule, forms, application of modularity, specific software requirements, specific mark for the scheme (certification by range), and specific energy efficiency label.

V.2. Price list

Art.79 Updated yearly under the responsibility of Eurovent Certita Certification, it provides all the regular cost details associated with a given scheme. Unless otherwise stated, it is applicable on the 1st day of the following month after its publication date.

VI.GENERIC PRINCIPLES FOR ALL EUROVENT NEX SCHEMES

Art.80 Application and Participation to Eurovent NEx schemes is open to all manufacturers holding a valid ECP certificate for relevant products – European and non-European.

VI.1. Certification eligibility by Ranges

Art.81 The scope of each Scheme must be clearly defined. For specific products, the scope can be extrapolated by the Compliance Consultation Committee in accordance with the CPPC, by applying relevant modularity or up-sizing calculation rules to be clearly defined in the relevant Certification Document.

Art.82 A Eurovent NEx eligible range means that the manufacturer has been declared able to produce Eurovent NEx certified products within this range. Within a Eurovent NEx eligible range, a manufacturer is entitled to propose NEx certified products and non-NEx certified products. Every product within a Eurovent NEx eligible range is eligible to the NEx certification.

Art.83 Any sub-range name of an eligible range must be declared to be eligible for NEx certification. For instance if the “example” range is eligible the sub-range “example-blue” cannot be eligible unless it has been declared to Eurovent Certita Certification.

Art.84 When a manufacturer also produces ranges or sub-ranges he doesn't want to make NEx eligible, these ranges or sub-ranges shall have a significantly different name from

the Eurovent NEx eligible range. If the non-eligible range can be selected in the same selection tool, it shall be clear that this range is not eligible.

Art.85 In case of modifications to the range the Participant shall inform Eurovent Certita Certification and the auditor of any modification to the range and/or software. A new software version without impact on quality does not have to be sent. If new components are implemented in standard production, manufacturer shall inform Eurovent Certita Certification and provide new software to the auditor.

Anytime, Eurovent Certita Certification has the right to perform extra checking of software as well as extra factory audit. Eurovent Certita Certification decides whether the modification is significant for the certified quality or not.

Art.86 Any non NEx-certified products in Participants' documentation must be clearly indicated as non NEx-certified when combined with the Eurovent NEx symbol. Certification of such products can be applied for, but until granted, the Eurovent NEx symbol must not be used and no statements about certification must be made for these products.

VI.2. Desk Study and initial audit

Art.87 A desk study is required to check the requirements listed in the Certification Document (CD) when a manufacturer applies for the Eurovent NEx Certification. It consists of a checking of all relevant documents (quality management system, Installation and Operational Manual (IOM), technical specification, technical drawings, etc.) conducted in parallel with the audits.

Art.88 A desk study is mandatory for the acquisition of the Eurovent NEx Certification and might be required during the follow-up process to support the audits. The manufacturer will be asked to provide all the relevant documents to check each requirements (if applicable). A list of document to be provided must be included in the Certification Document. The manufacturer shall be organized in his document package by assigning the relevant document/evidence against the appropriate requirement, as defined in the document checklist of the Certification Document.

Art.89 Initial audit purposes are to set and coordinate various requirements and on site documentation along production planning and production processes related to the registration and delivery of the per product Eurovent NEx certificate.

VI.3. Selection tool

Art.90 Definition: Any kind of table or configurator made available within the participant's organisation to assist and generate an offer to customers (internal sales team, engineering office, architect, consultant and end-user or user) and provide technical definition and performance of a product. If the selection tool is digital, it is also called "selection software" or more simply "software".

Art.91 When several technologies or platforms are used, a data coherence management plan must be provided as part of the software certification process. An up-to-date tracking log must be made available to auditor upon request.

Art.92 Any selection tool must include an embedded version management device or a defined process fitted with a log file. The log file must be made available to the auditor upon request and include a documented tracking of contents modifications and associated version.

VI.4. Audits

Art.93 Generic audit structure is designed to provide valuable assessment structured on the following 3 interdependent principles:

- What is declared is what is produced by regular production
- What is offered and sold is what is declared
- What is declared as a quality product is manufactured based on a quality management system and is in accordance with minimum quality aspects.

Definitions:

Art.94 What is declared: a model in declaration list covering the following information:

- Brands, ranges, models, and options, or everything related to the description of the offering to end customers or end users.
- Characteristics of product such as physical characteristic, key component's BOM
- Performances of product

Art.95 What is manufactured: Per inventory or customer orders and their associated manufacturing files and this for all manufacturing or assembling facilities involved in fulfilling those orders and associated delivery of product or product services. Each file composition could include:

- Production order file
- Technical Specification
- Technical Drawings
- Quality Management System
- Installation and Operational Manual (IOM)
- Associated Bill Of Material (BOM) for key components only
- Line assembly follow up file and QC documents/test documents
- Delivery Document

Art.96 What is offered at the quotation stage: all support describing the product, from paper information to configurator and/or selection software as submitted or made available to customers to describe and present the product or product solution and quality and this for all the brands or ranges covered by the agreement:

- Brochure, at various technical level
- Any sales output process generating technical information
- Any selection tools or guide and their associated selection results/documents
- Technical package of documents provided with sales offering / quotation
- Contractual technical document associated with an offer or an order acknowledgement

Key audit content:

Art.97 What is sold is what is declared: an after fact check and reconciliation on a determined number of files sampled from the quotation file or order file.

Art.98 What is declared as a quality product is manufactured based on a quality management system and is in accordance with minimum quality aspects.

A review of the quality management system will be performed, the following will be checked:

- The suppliers are regularly evaluated and the corresponding evaluations are recorded
- The raw material or incoming goods conformity with the bill of material (BOM) specifications is regularly evaluated and the corresponding evaluations are recorded;
- The manufacturing process key steps are submitted to a validation check which results are recorded
- The factory personnel is qualified to perform the specific tasks if any;
- Every product traceability is ensured;
- Calibration of measuring devices is performed on a regular basis;
- Production non-conformities are recorded and corrective actions initiated;
- Customer complaints are registered and treated (OEM and BN).

Simple tests and visual checks will be performed to check the requirements listed in the Certification Document.

Art.99 What is declared is what is produced: Sampled production files are checked against declared data (BOM). Declared key component are checked against BOM and BOM structure (multi key component alternative).

Terms and Requirements:

Art.100 The auditor shall be provided with all the resources (offices, installations, facilities) necessary to perform the audit, including competent people to carry it out.

An observer, bound by an obligation of confidentiality, can take part to the audit. He may be appointed to Eurovent Certita Certification according to standards and agreements it has signed. The applicant/participant is systematically informed by Eurovent Certita Certification of the presence of this observer before the audit.

When the applicant/participant subcontracts part of its activity, Eurovent Certita Certification can send an auditor to visit the subcontractor(s) according to the same reference documents.

VI.5. Certification Process

a. Application

Art.101 To become a participant of a Eurovent NEx scheme an applicant will have to comply with all the requirements listed in Certification Document and this Statement of principle. The totality of the requirements will be checked with a desk study and an initial audit. In order to get the certification all the requirements must be checked. Some requirement must be visually checked during an audit to pass the application process, if it is the case it must be clearly identified in the Certification Document if applicable. A certificate eligibility is valid for a period of 3 years.

b. Follow-up process

Art.102 Every participant of a Eurovent NEx scheme is audited once a year. The aim of these audits is to confirm the capability of a manufacturer to produce high quality products through audits and/or desk studies if required. These audits are unplanned, an auditor from Eurovent Certita Certification or from a contracted company is allowed to perform an audit at any time in every factory producing Eurovent NEx certified products. During this spot audit only the Eurovent NEx production file, record and product will be audited.

The Certification Document must clearly identify the audits rules and thresholds.

VI.6. Control of documentation

a. Presentation of data on technical documentation

Art.103 Technical documentation is defined as electronic and printed catalogues, websites, on-line and off-line selection software, specification sheets, with ratings.

Art.104 Applicants should submit technical documentation to Eurovent Certita Certification after signing the Licence Agreement within at least 12 weeks, unless otherwise defined by the Compliance Consultation Committee.

Art.105 The names of certified ranges of products shall be significantly different from those of non-certified ranges (e.g. including 4 or 5 different characters).

Art.106 All new technical documentation shall quote the superseded documentation (except on-line selection software). Any change in components that alters quality of products requires identification by a new or clearly revised model number designation and software version number.

Art.107 In case of a new release of software presented to Eurovent Certita Certification for certification, the checking and publication on the Eurovent website (when conformity) should not exceed a certain period defined by the Compliance Consultation Committee.

b. Checking of documentation by Eurovent Certita Certification

Art.108 Eurovent Certita Certification shall continuously check Participant's technical documentation.

Art.109 Any deviation from rules, presentation of wrong data or claiming that non-certified data are certified shall be severely treated and, if maintained, suspension from the scheme would be considered.

VI.7. Independent audit agency

Art.110 Independent audit agencies must be independent and with no connection whatsoever to any Participant in the scheme. For factory audits, all reports are reviewed and final evaluation is provided by Eurovent Certita Certification operational departments.

VI.8. Scheme cost allocations

Art.111 The allocation of the cost to each Applicant/Participant is based on:

- Entrance fee, upon signing of License Agreement (except when LCC fee paid less than 2 years earlier)
- Fixed annual fee (spot audit fee included)
- Variable annual fee per model reference, software and/or factory listed on the ECC website
- Desk Study and initial audit fee when applicable (including technical document checking and software checking if applicable)
- Audit fee per audit when applicable
- Promotion fee (case by case upon decision of the Compliance Consultation Committee)

VII. PROMOTION OF THE SCHEME

VII.1. General requirements

Art.112 Whenever a participant is mentioning the Eurovent NEx Certification

- when advertising, labelling or presenting a product or
- on any commercial document relating to that product

The following information must be provided to the user:

- the name of the certification body, i.e. Eurovent Certita Certification, or the Eurovent NEx mark,
- the name of the certification scheme,
- how to get the certification requirements (this can be achieved for example by mentioning the web site of Eurovent Certita Certification).

Art.113 Only the Eurovent NEx certified products (i.e. every product listed in the NEx database) can display the NEx logo

Art.114 Every NEx certification scheme shall be listed on the ECC website.

Art.115 On a manufacturer's catalogue the Eurovent NEx logo cannot be displayed against a non Eurovent NEx certified product. Eurovent NEx eligible range shall be presented on a dedicated page of the catalogue, this page shall not comprise non Eurovent NEx eligible range.

Art.116 When advertising a manufacturer is entitled to state that a range is eligible to the Eurovent NEx certification only if this range is listed on the certificate delivered by Eurovent Certita Certification and only if NEx eligible ranges are displayed on the same page of the advertising document.

VII.2. Certification diploma

Art.117 When his products are certified (meaning that the application procedure is duly completed, and the file has been examined and validated as compliant with current rules) the Participant shall receive a certification eligibility diploma (numbered YY.MM.NNN, pdf file only) for the relevant certification scheme valid till a specified date defined in each scheme, after decision taken by the Committee of Certification.

Art.118 If the Participant provides copies of his diploma(s) or any other certification document to others, the documents shall be reproduced in their entirety, unless otherwise specified in the Certification Document.

VII.3. Use of the Eurovent NEx mark

Art.119 The following terms: recommended, highly recommended or any other terms used about displaying logo or any other related information are solely stated to provide recommendation about displaying or not the information. The freedom provided by those recommendations does not authorize participant or beneficiary to modify any of the proposed ways to display logo or any other related information. When applicable, relevant article must be respected in full by participant, assembler, or distributor. It is recommended that Participants display the Eurovent NEx mark on general documentation (webpage, sales promotion and advertising, without any rating and with no reference to non-certified products) and technical documentation (electronic or printed catalogues, websites, selection software, specification sheets). Depending on the case, it can be required to complete the Eurovent NEx mark with the web addresses or the short or long statement. For non-certified products, a restriction note can be required.

Art.120 In order to inform and guide assembler or distributor of certified products or components about usage of Eurovent NEx mark and label, the Participant shall yearly communicate when establishing or renewing a contract with such a partner.

Art.121 It is recommended for Participants to display on their websites the Eurovent NEx mark. When a certified product is shown at an exhibition (in and outside Europe), it is recommended to display the Eurovent NEx mark, readable on the booth, and on the products. Eurovent NEx mark can be used in certified software, nameplates and product packages. Their use in any other type of documents is not allowed without prior approval by Eurovent Certita Certification communication department.

Art.122 To display the certification mark on documentation, webpages or products, reproduction proofs and digital banners are available for each case and may be obtained from Eurovent Certita Certification communication department.

Art.123 A participant shall only use the Eurovent NEx mark or make reference to its certification in communication media for certified products. Any communication on certified products shall be made so as to avoid any risk of confusion between certified and non-certified products. An Applicant to a scheme, whose products are not yet certified, is not allowed to use the Eurovent NEx mark and is not allowed to communicate about his application. Companies with obsolete certificate are strictly

forbidden to use the Eurovent NEx mark on any communication material. The use of the Eurovent NEx mark shall never mislead customers by inferring that a non-certified product is certified.

Art.124 All claims from a Participant regarding the Eurovent NEx certification shall be consistent with the scope of the certification scheme(s) under which its products are certified.

Upon suspension, withdrawal or termination of its certification, the participant shall stop making reference to this certification and using any document referring to it.

VII.4. Promotion by Eurovent Certita Certification

Art.125 For each Certification scheme, in order to facilitate the availability of third-party certification, end-users and decision-makers, Eurovent Certita Certification shall establish, maintain up-dated and operational, and actively promote the Online Directory of Certified Products, available on the ECC website.

Art.126 Specific promotion for one or more schemes can be initiated by decision of the relevant Compliance Consultation Committees. The Eurovent Certita Certification communication department will support the research and development for the project. The financing of the promotion action itself is the responsibility of the Participants, according to budget and schedule voted in the Compliance Consultation Committee, and full payment will be required before action is implemented.

VIII. NON-APPLICATION OF PROCEDURES

VIII.1. List of non-conformities

Art.127 Non-respect of scheme ethics: Evidence of strategies of bypassing, impairing or offsetting unit, controls, software or documentation

Art.128 Non-payment: When payment is not made within the period defined in the License Agreement for any scheme he participates or relevant notification for challenge procedure. Unpaid invoices can lead to the suspension of a certificate. Unpaid invoices generated under a given certification scheme can lead to a certificate suspension process to another scheme belonging to the same company or group.

Art.129 Misuse of the mark or trademark infringement: In case Eurovent NEx mark and trademark is not used according to the general rules described in this manual and the specific ones defined in the relevant Certification Document.

Art.130 Unauthorized communication about application: In case an Applicant communicates about its application before certification is granted.

Art.131 Deviation from written certification requirement: when a certification requirement described in the Statement of Principles and/or the relevant Certification Document is not fulfilled by a Participant.

VIII.2. List of levels of penalties

Art.132 For the follow-up, any critical nonconformity declared by the auditor will result to an additional spot audit within the next 3 months (with a minimum period of 2 weeks between the moment the critical nonconformity was declared and the additional spot audit). This additional spot audit will be invoiced to the participant.

Art.133 If a major changing in the design/production of the NEx unit hasn't been informed to ECC, an additional desk study will be carried out. This desk study will be invoiced to the participant.

VIII.3. List of request of resolution proof

Art.134 The following shall be requested by Eurovent Certita Certification depending of the non-conformity:

- Fully documented file to Eurovent Certita Certification staff
- Third-party proof to Eurovent Certita Certification staff (by an auditor or a solicitor)

IX. APPENDIX A Competition law rules

Art.135 Because companies attending meetings organised by Eurovent Certita Certification are companies with competing, and sometimes opposing economic interests, the certification process and the associated meetings are subject to a close competition law (anti-trust) scrutiny. The following conservative guidelines shall be applied:

- Each meeting must be preceded by notice of the date and time of the meeting along with a copy of the meeting agenda.
- Minutes are required of every meeting. The minutes must be clear, complete, and accurate with regard to the discussion that occurred, the actions taken, and the basis for the action.
- A representative of Eurovent Certita Certification shall attend every meeting and act as executive assistant.
- There shall be no "off the record" conversations.

Art.136 Generally, all communication and discussions that could directly influence the decisions of an individual company regarding production levels, product pricing, marketing strategies or selection of customers or suppliers must be avoided. The following topics must not be discussed during the meetings:

- Price or any elements of price or pricing policies, including costs, discounts, rebates, profit margins, etc.
- Terms or conditions of sale, including warranties, credit, and shipping arrangements
- Particular competitors, suppliers or customers
- Sales or production quotas or limits, allocation of customers or sales territories or refusal to sell to certain customers or to buy from certain suppliers

- The market share or sales territory of any particular competitor
- The operating statistics, inventories, sales, marketing methods or strategies of any particular competitor
- Controlling competition or excluding any competitor from any market.

X. APPENDIX B Confidentiality and restricted use of data

Art.137 Any and all written and oral information disclosed by one party hereto to the other (for purposes of this Manual) after the date of the License Agreement (see III.2), which the discloser regards as non-public, proprietary information (hereinafter the "Evaluation Materials") shall only be used or disclosed by the recipient in accordance with the terms of this Manual. Except for the Evaluation Materials, a Party may freely use or disclose any other information provided to him by the other. The receiving Party agrees to protect the Evaluation Materials against unauthorized use or disclosure with the same degree of care it gives its own proprietary information of similar nature, but in no event less than reasonable care.

Art.138 The receiving Party shall disclose the information contained in the Evaluation Materials only to its affiliates and those of its and its affiliates' directors, officers, employees, agents, advisers and representatives ("Representatives") that need to know such information for the purpose of certification of products, it being understood that each Party shall inform its Representatives of the proprietary nature of such information, instruct them to neither disclose nor use such information in a manner other than as permitted herein and be responsible for their compliance with such instruction.

Art.139 Notwithstanding the foregoing, there shall be no liability for use or disclosure of Evaluation Materials, and the recipient may freely use or disclose any of such Evaluation Materials, if, but only to the extent that, the same is:

1. in the public domain or becomes generally available to the public other than as a result of a disclosure in breach of this Statement of Principle;
2. rightfully available to or known by the recipient, as shown by written records, prior to disclosure of the Evaluation Materials;
3. also received by the recipient or its Representatives from a third party, which, to the knowledge of the recipient or its Representatives, did not breach any obligation of confidentiality by providing the information to such recipient or its Representatives;
4. independently acquired or developed by the recipient without violating any of its obligations to the disclosing Party under this Statement of Principle;
5. used or disclosed by the recipient with the prior consent of the disclosing Party; or
6. required to be disclosed by law, regulation, judicial or administrative process or stock exchange requirements, provided, however, that the recipient uses reasonable efforts to promptly provide notice to the disclosing Party of the existence, terms, and circumstances surrounding such required disclosure, and provided further that only the disclosure required by law regulation, judicial or administrative process or stock exchange requirements is hereby permitted.

Art.140 An individual confidentiality agreement document will be submitted to any participant to Eurovent Certified Performance meetings. It has to be signed and returned to Eurovent Certita Certification prior to any registration to a distribution list (Launching Consultation Committee, Compliance Consultation Committee, CPPC ...) or any other meeting called by Eurovent Certita Certification.

XI.APPENDIX C Glossary

BN: Brand Name

CCC: Compliance Consultation Committee

CD: Certification Document

CPPC: Compliance Programme and policy Commission

ECC: Eurovent Certita Certification




ECP: Eurovent Certified Performance



LCC: Launching Consultation Committee

NEx: Nature of Excellence

SOP: Statement of Principle

XII. APPENDIX D Eurovent NEx mark and communication chart

<p>Art.141</p>	<p>The Eurovent NEx mark</p>		<p>The Eurovent NEx mark is to be found in conjunction with NEx certified products.</p> <p>The use of the Eurovent NEx mark is prohibited:</p> <ul style="list-style-type: none"> ➤ On non-certified products ➤ On e-mails signatures, business cards etc... ➤ On ECP certified products not NEx certified ➤ On manufacturers catalogue (except if on a dedicated page and only if the entire range is NEx eligible) 
<p>Art.142</p>	<p>The hyperlinked Eurovent NEx mark</p>		<p>Used on a web document, the Eurovent NEx mark has to be hyperlinked, redirecting to the Eurovent NEx website www.eurovent-certification.com</p>
<p>Art.143</p>	<p>The Web addresses</p>	<p>www.eurovent-certification.com</p>	<p>Used on a web document, it has to be hyperlinked (black, or blue underlined), redirecting to www.eurovent-certification.com</p>
<p>Art.144</p>	<p>The short statement</p>	<p>Check ongoing validity of certificate: www.eurovent-certification.com</p>	<p>Used on a web document, it has to be hyperlinked (black, or blue underlined), redirecting to www.eurovent-certification.com as described above.</p>

Art.145	The long statement	<p>(COMPANY) participates in the Eurovent NEx scheme for (SCHEME).</p> <p>Check ongoing validity of certificate: www.eurovent-certification.com</p>	<p>(COMPANY) stands for the public name of the Participant.</p> <p>(SCHEME) stands for the designation of the scheme(s) as presented in the relevant Operational Manual and/or Rating Standard. Used on a web document, it has to be hyperlinked (black, or blue underlined as described above).</p>
Art.146	The restriction note	* models so marked are not Eurovent certified	When necessary, this note shall identify models out of the scope of the scheme
Art.147	<p>Logo prohibited</p> 		<p>The use of the following logos to promote a certification from Eurovent Certita Certification is strictly prohibited:</p> <ul style="list-style-type: none"> Eurovent association logo Old Eurovent Certified Performance mark Old Eurovent Certification Company logo Eurovent Market Intelligence logo Eurovent Certita Certification logo

XIII. APPENDIX E Parking lot for next revision

Art.148 When working with this document you may want to suggest improvements.

This area is for you to make relevant notes, to be reported to Eurovent Certita Certification before end of August of each year.

Existing article #	New addition next to article #	Proposed modification to be sent to Eurovent Certita Certification before end of August



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